



## Wetherby Kensington Risk Assessment Form



<b>Location: All classrooms</b>	<b>Risk Assessment Reference Number: G3, G4, F1, F2, S3, S4, T3, T4</b>	<b>Risk Assessment carried out by: HM &amp; LV</b>	<b>Date: September 2021</b>
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Hazard	Risk	H/M/L	What measures will you take to control these?	H/M/L
IWBs	Banging head, electricity	M	Projectors are placed on stands which are clearly visible to the boys. Teachers will explain the safety when near the IWBs and when using them. IWBs are on stands that are suitable for the size and weight of it. This will be controlled by the staff only.	L
Radiators	Burn	M	All radiators have special protectors on them and meet all building regulatory requirements. Some radiators are blocked in. All necessary safety certificates have been acquired. If there are desks in front of the radiator and the temperature is kept low. Radiators turned down if too hot. Boys informed.	L
Hot water pipes	Burn	M	All pipes are boxed in.	L
Teacher's/boys' desks	Banging head, body	H	The boys are aware of the dangers and all are seated away from the desks or are at an angle that they cannot lean back on their chairs. Where necessary corner protectors are provided.	L
Boxes, other objects on the floor	Slips, trip, falls	H	The boys are aware of the boxes and other objects in the classroom and their positions in the room. Staff will explain any changes in the classroom where necessary.	L
Book boxes, carousels	Banging head, body	H	The boys are aware of all of the areas and know how to travel around the classroom calmly; all boxes are stored on shelves out of reach or stored in cabinets.	L

Hazard	Risk	H/M/L	What measures will you take to control these?	H/M/L
Drawers	Trapping fingers	H	The children are aware the drawers need to be pulled out from the front and two people need to put away the drawers.	L
Scissors	Cutting injuries	H	The boys all know how to carry and use scissors safely. There is always have a safety re-cap at the beginning of each cutting activity.	L
Pencils	Puncture injuries	H	The pencils are always sharpened but no points. The boys know how to use pencils safely.	L
Electric pencil sharpeners	Injuries	H	Generally staff will sharpen pencils. If a boy is sharpening a pencil then he will be supervised when using the electric sharpener.	L
Chairs	Hurting themselves	M	The chairs are the appropriate height and size for the children. Any boy who is causing a danger to himself or others will be asked to stop.	L
Desks	Trips and falls	H	The desks are kept neatly and spaced to provide as much room as possible. The boys are told how to walk around the classroom safely and are reminded regularly.	L
Electrical items	Electric shocks, trips and falls, damaged wires	H	All electrical items are PAT tested. Wires are out of the reach of children and in protected cases where necessary. Health and Safety checks are done regularly and any concerns are raised.	L
Small items	Choking, putting up nose, etc.	H	When carrying out activities the boys are watched closely by each member of staff. Any safety concerns are discussed.	L
Boys, staff	Trips and falls	H	Boys are told about walking around the classroom sensibly and safely. This is reinforced constantly.	L
Doors	Trapping fingers	H	All doors have door guards.	L

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Working at height	Falling, ladders unsafe	H	All staff have been trained in working at height. There are step ladders available which are checked weekly by the caretaker. All staff know when putting up displays or hanging displays from the washing lines that they must use the step ladders. They must not stand on the tables.	L
No water	Dehydration	H	Fresh drinking water is always available. Boys can bring in their own water. Staff encourage the boys to drink at regular intervals. Sinks in Reception classroom have drinking water available. Sinks in all bathrooms are drinking water and they have been installed so that a Wetherby water bottle can be filled from them.	L
Allergies, medical needs	Asthma attack, anaphylaxis	H	All staff are aware of boys with allergies. Any medication is kept in the first aid room or in the red bag in the boy's classroom. A list is kept in the off-site file are always available on the staff shared area. Staff are notified of any changes. The boys' allergies/medical needs will be reviewed regularly and updated on SIMS.	L
Fire	Burns, being trapped, unknown procedures to follow	H	There will be regular fire practices so that boys and staff know what to do. There are fire marshals on each floor who will check the floor once all of the boys have been evacuated. All fire evacuation procedures will be followed. Fire procedures are displayed in all rooms and communal areas.	L
Boys	Losing a boy	M	Boys will ask to use the bathroom and teachers/teaching assistants will be aware of their whereabouts. If necessary they will look for them if they have been a long time. Boys are also told to come straight back when they have been to the toilet.	L
Manual handling	Lifting, reaching	H	All staff are trained in manual handling and will lift items	L

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Manual handling	Lifting, reaching		accordingly. If there are heavy boxes the school caretaker will move/carry them to the art room.	
Windows	Falling out, trapping fingers	H	The windows have fixers to protect the boys. The boys are told not to touch the windows.	L
Cupboards, shelving, resources	Resources falling out, cupboards falling down	H	Staff will store resources in the cupboards sensibly and they will not be overloaded. All shelving and cupboards have secondary fixers in place.	L
Pegs	Boys walking into them, tripping from items that have fallen off	H	All pegs will be placed in a row. Boys' coats/blazers/gym bags will be hung on them. All pegs will be visible (red) and will have rounded corners. Any coats or bags that fall will be picked up immediately. Boys will be managed carefully by the class teacher when collecting their things.	L
Bomb, terrorist attack, crisis	Boys and staff in danger, injuries, fatalities, etc	H	All staff are aware of crisis management procedures. The school's crisis management procedures will be followed in conjunction with the business continuity plan.	L
Coronavirus	Boys and staff contracting or spreading Covid-19	H	Classes will be taught in their designated class bubbles. This number does not exceed the total number of boys in their year group (max 40). Boys will remain consistently within these bubbles and will not mix with other bubbles in the school. Staff will keep social distancing, particularly with other staff. Where possible staff will be 1 metre away from the children and other adults at all times. Staff have the option of wearing PPE whilst teaching. Desks in classrooms will be set out to meet the social distancing as much as possible. Boys will not sit facing each other unless they can be two metres apart. If they are not two metres apart then boys will sit back to back or side by side facing forward. Time spent face to face should be minimised as should being 1 metre away from someone. Unless boys are	L

			<p>going to the loo or to wash their hands they will be expected to remain seated. Boys and staff will adhere to guidance on handwashing. Boys and adults will hand sanitise hands before entering the classroom and before leaving as well as at regular intervals throughout the day. Handwashing will take place throughout the school day. An extra cleaner has been appointed to be in school throughout the school day to ensure that hygiene standards are high. Regular cleaning of all surfaces, door frames, doors, walls, communal areas, classroom equipment, chairs, toys and other areas/items boys will be in. All frequently touched products will need to be cleaned regularly. Classroom cleaning kits will be regularly replenished. Classrooms and communal areas will be cleaned at least four times per day.</p> <p><i>Please see Return to School risk assessment for further details on the management of risk surrounding COVID-19.</i></p>	
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This risk assessment will be reviewed annually